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DDA 83-1833/1

22 JUL 1983

MEMORANDUM FOR: Director of Information Services

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Briefing for Mr. Douglas C. Olin, OMB Examiner [redacted] 25X1

1. This is to confirm that your briefing of Mr. Douglas C. Olin, OMB Examiner, is scheduled for Tuesday, 23 August 1983, from 1445 to 1515 hours in Room 1206 Ames Building. Your briefing should be comprehensive to provide Mr. Olin with a solid understanding of the functions of your component. The briefing should weigh heavily on the substantive activities of your Office rather than on the status of your resources. Attached herewith is a memorandum that we have received from Chief, Administration Group, Office of the Comptroller, which will provide you with some additional guidance regarding this very important briefing. Also attached herewith is a brief sketch of Mr. Olin's background. While he is not a complete novice regarding the Agency, you should not assume that he has extensive knowledge about our directorate. Again, your briefing should focus on the totality of your fuctions rather than on budget matters per se. [redacted] 25X1

2. At some point in your briefing I suggest that you invite Mr. Olin to visit some of your units [redacted] 25X1 25X1

3. If you require any additional information or assistance, please contact [redacted] 25X1 25X1 25X1

[redacted]

James H. McDonald

Attachments

cc: C/AG/COMPT w/o atts

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DECL OADR
DER FM COV 1-82

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